

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

VACANCY NOTICE

STAFF DEVELOPMENT COORDINATOR*

LOCATION: *43 Court Street*

SALARY RANGE: \$46,690 - \$61,662

The work involves planning and coordinating a comprehensive training program for employees of the Department of Social Services. The incumbent assists in developing and implementing the entire training program of the agency, including developing, administering and analyzing training needs assessments, developing training curricula, providing various content trainings, as well as train the trainer sessions to maximize department training resources. Also provides technical assistance to program operations. Oversees and delivers department's new hire orientation series. Responsible for tracking department compliance with training mandates. Work is performed under the supervision of the Staff Development Director. Does related work as required.

Must meet the following qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Human Resources, Social Work, Education or related field and two (2) years of staff training experience; or:
- B. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Human Resources, Social Work, Education or related field and four (4) years of staff training experience; or:
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

*Please note that this position is a competitive civil service title and requires that you take a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.

If interested and meet the above qualifications, please forward resume to:
Mr. Robert Frank, Staff Development Director, Department of Social Services, 43
Court St., Room 305, Buffalo, NY 14202 or Robert.Frank@erie.gov.

This notice will be posted for the period October 14, 2015 through and including October 28, 2015.